



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

Solicitation is open to: Afghan Nationals Only
Position Title: Human Resources Assistant
Type of vacancy: Multiple
Opening date: July 3, 2017
Closing date: July 16, 2017
Work hours: 40 hours (Full time)
Position Grade: FSN-08
Vacancy announcement USAID/306/17/37/OM

Female candidates are strongly encouraged to apply

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to provide personal services as **Human Resources Assistant** under a personal services contract, as described in this solicitation.

BASIC FUNCTION OF THE POSITION:

The incumbent serves as the principal Assistant to the Human Resources Assistant FSN-09 Team Lead in assisting, implementing and performing the functions of the Human Resources unit, on the overall HR administration, operational and program support activities, policy and regulations application, interpretation and adaptation; processing of personnel actions and compensation plan to all categories of employee supported. The core functions will focus but not limited to:

- Pay and Benefits Management
- Recruitment
- Contract Administration and Performance Management
- Processing of Personnel Actions and maintenance of Personnel Information
- Entry & Exit Management
- Awards and rewards management
- Training coordination and facilitation

MAJOR DUTIES AND RESPONSIBILITIES:

Recruitment:

Engages in recruitment and appointment of Cooperating Country National (CCN), United States (US) and Third Country National (TCN) Personal Service Contracts (PSCs) positions.

Assists in coordinating all the initial steps of the recruitment of:

Drafts vacancy announcements and has them cleared by Executive Officer (EXO) and hiring supervisor. Develops and recommends sources for recruitment of personnel (including internal recruitment). Ensures vacancies are posted on Mission intranet and pertinent web sites. Conducts the screening process and maintains accurate applicants list and related information, refers all qualified applicants to the hiring office for selection of candidates for further interviewing and/or testing.

Conducts skill tests such as computer proficiency, writing and language skills. Ensures that other types of tests administered by the hiring sections are conducted fairly and with professional integrity; participates on the interview panel, ensuring that HR policies and procedures are adhered to and records deliberation and outcome for official recruitment file.

Engages in salary negotiation process within the classified grade, based on an analysis of previous salary and work experience; when appropriate, negotiates salaries; requests security and medical clearance; and, coordinates an entrance-on-duty dates. Prepares standard letters for candidates interviewed but not offered a position. Coordinates with losing and gaining offices to ensure the smoothest possible transition for internal transfers. Maintains up-to-date personnel files for CCN staff, adding or deleting from files as necessary.

Contract and Performance Management:

The incumbent prepares US/TCN/CCN PSCs from issuance to close-out including extensions, modifications and amendments. Notifies offices of contract expiration and provides assistance in the preparation of budget estimations and any other needed documentation to ensure full compliance with contracting regulations and mission policies. Collaborates with Office of Financial Management (OFM) to review applicable information in the Master Funding Documents for Operations Expense (OE) and Program-funded CCNPSCs.

Advises local employees of employment terms and policies and the Local Compensation Plan. Maintains direct contact with the Embassy's Human Resources Office when/as appropriate regarding annual local wage adjustments, Mission-wide benefits, and the Local Staff Handbook revisions are being made.

Assists the Mission staff in the performance evaluation process, keeping an up-to-date file on due dates of evaluations and annual step increases; sends reminders and follows up with employees and supervisors to ensure that evaluations are submitted prior to due dates, proactively inform sections of their US/TCNPSC personnel contract end periods and upon receiving complete documentations and in line with the available regulations, initiate contract amendments/extensions.

Cooperates with the assigned Team Lead to provide advice and guidance to US/TCNPSC staff on salary and benefit entitlements under personal services contracts; and provides information to the staff on the implementation of human resources policies and procedures to include: USAID/Afghanistan hiring practices, operating procedures (work hours, benefits, etc.), rules, and regulations.

Processing of Personnel Actions and maintenance of Personnel Information:

The incumbent processes personnel actions, ensures that all documentations are complete, internally consistent, and in compliance with official records and policies; obtains additional or corrected information as necessary. Prepares for EXO signature individual personnel actions for all types of transactions including PSC contracts, promotions, periodic pay increases, reassignments, suspensions, leave-without-pay, demotions, resignations, retirements, etc.

The incumbent supports and regularly updates all personnel information databases regarding the United States Direct Hire (USDH) and PSC electronic personnel records, hard copies and HR informational systems/reports, e.g.: Staffing patterns, WebPass or other similar HR systems; ensures the correctness of employee HR data including but not limited to arrival and departure dates, service computation dates, clearance validity dates, retirement dates, leave accrual balances. Oversees establishment and safe maintenance of USDH/PSC personal files; ensures USAID/Washington-requested and Embassy personnel and ad-hoc reports are submitted in a timely manner; prepares reports required by USAID/Washington, such as the Capital Security Cost Sharing and Annual WebPass attestation; Local Compensation Questionnaires, contributes HR statistical information for annual EXO achievements.

Entry & Exit Management:

Performs a variety of duties connected with the in-processing and out-processing of USDH, US/TCN/CCN PSC employees. These duties include: participate in the recurring new employee orientation programs by engaging in presentations for newcomers; initiate relevant personnel actions; update WebPASS – Post Personnel System; provide HR induction on a critical HR issues such as conduct, pay and benefits; provides support for separating employees through verification of final pay calculation which is done by the Financial Center in accordance with the Local Compensation Plan; drafts and routes letters of separation; employment certificates; other employment-related memorandums and letters; and shepherds separation appeals through the appeal process.

The incumbent provides new employees with a welcome package; participates in the orientation program for new personnel on various HR related topics and assist the staff completing HR forms. The Assistant prepares and maintains check-in and check-out lists, and welcome kit for new hires; and, produces and maintains organizational charts and other personnel staffing patterns.

Pay and Benefits Management:

The incumbent supports and provides direct technical assistance to the Cooperating Country National (CCN) Personal Services Contractor (PSC) staff on local pay and benefit practices, substantive HR policies, regulations and guidance to include but not limited to: local compensation plan, payroll, benefits, health, life insurance, leave policy, retirement and severance pay entitlements. Informs employees of changes in personnel policies and procedures in USAID/Afghanistan and the Mission, keeping abreast of policies and regulations implemented by the Embassy and/or required by changes in local law.

U.S. and Third Country National (TCN) PSC Allowances and Entitlements:

The incumbent assists in providing administrative services in timely responding to requests for information, and providing assistance on entitlements/allowances and procedural requirements that must be met to obtain them. As appropriate, the assistant provides guidance to U.S. direct hire (USDH) employees and elaborates on all the necessary paperwork to be sent to HR in USAID/Washington. As needed, provide guidance to the employee on visa/residence logistical support matters and process them with the respective Embassy Offices.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: A completion of at least two years post-secondary diploma (equivalent of U.S. Associates degree) study at a college or university in the field of human resources management, public administration, business administration, management studies, marketing management, English literature, is required. (Educational requirement must be met at the time of application for the subject position).

Experience: A minimum of four years of progressively responsible work experience in a human resources management area that involves recruitment & selection, pay & benefits administration, or responsible experience in a large office in the field of staffing management and administration with a basic understanding of a labor law. (Work experience requirement must be met at the time of application for the subject position).

Language Proficiency: Level IV (Good working knowledge) speaking/reading of English and Level IV (Fluent) speaking/reading of Dari or Pashto is required. (English language proficiency will be tested).

Job Knowledge: A good understanding and knowledge of basic human resources practices, manpower management, contracts administration, recruitment and selection practices and benefits administration is needed

Skills and Abilities: The position requires good practical organizational skills, tact and diplomacy, with a high degree of customer service to maintain smooth and effective working relationships with

all Mission personnel. Due to the sensitive nature of the position, incumbent must have a high degree of analytical skills and a sound judgment in order to interpret regulations to a current situation and assist the Human Resources Assistants and Specialist and Executive Officer (EXO) in their decision-making processes. Competency in using office computer software is required.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: Human Resources Assistant (OM 1737)**.

ANY/ALL application submissions after the closing date of July 16, 2017 will not be considered.

REQUIRED DOCUMENTS:

1. **Cover memo/email text that outlines how your qualifications and experience meet the selection criteria;**
2. **Application for Employment as a Locally Employed Staff (DS-174)**
<http://photos.state.gov/libraries/afghanistan/941877/jobs/DS-174.doc>
<http://www.state.gov/documents/organization/136408.pdf> (A copy of the DS-174 form can also be down loaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website); AND
3. **A current resume or curriculum vitae.**

IMPORTANT:

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

**USAID IS AN EQUAL OPPORTUNITY EMPLOYER
ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**